

SAMPLE SUBCONTRACTING PLAN

COMPANY'S NAME _____ CAGE CODE _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

CONTRACT #/SOLICITATION # _____ DATE _____

1. Subcontract percentage goals: SB _____ %
SDB _____ %

FAR 52.219-9(d)(1)

Method used to establish the above goals: _____

FAR 52.219-9(d)(4)

2. Total dollars planned to be subcontracted _____

Total dollars planned to be subcontracted to SB _____

Total dollars planned to be subcontracted to SDB _____

FAR 52.219-9(d)(2)

3. Description of principal types of supplies and services to be subcontracted for small and small disadvantaged business.

FAR 52.219-9(d)(3).

S m a 1 1

Business: _____

S m a l l D i s a d v a n t a g e d
Business: _____

4. Methods used to identify small and disadvantage businesses: (PASS,
National Minority Purchasing Council, US and State Departments of Commerce,
o t h e r) .

FAR 52.219-9(d)(5)

5. Proportionate share of indirect or overhead cost:

a. For SB: _____

b. For SDB: _____

Far 52.219-9(9)(6).

6. Name of company administrator _____

Phone # _____ Fax # _____

Description of duties of administrator _____

FAR 52.219-9(d)(7)

7. The following efforts will be made to insure small business competition for subcontracts: (Include efforts to counsel SB/SDBs on subcontracting opportunities.) FAR 52.219-9(d)(8)

8. Our company will require all subcontractors to adopt a small business plan and that plan will be reviewed and approved in compliance with FAR 52.219-9(d)(9).

9. We will cooperate in any studies or surveys as required. SF 294 and 295 and any periodic reports will be submitted by our company as well as any of our subcontractors.

FAR 52.219(d)(10).

10. We will maintain records, establish source lists and include our efforts to identify and award subcontracts to small businesses. The following will be included:

- (a) Source lists of small/small disadvantaged business vendors.
- (b) Organizations contacted to obtain sources.
- (c) Records on each subcontract solicitation resulting in an award of more than \$100,000 on whether or not small business/small disadvantaged business was solicited; if not, why not; and if they offered on the contract, or were solicited, why did they fail to get the award.
- (d) A separate copy of each purchase order placed with small or small disadvantaged business.
- (e) A separate file for quote replies received from small disadvantaged business.

conferences, trade fairs, workshops ;and training programs.

(g) Monitoring efforts to evaluate compliance. FAR 52.219-9(d)(11)

11. Records will exist to support each contract award to include name, address and size of subcontractors. FAR 52.219-9(d)(11).

12. Explain efforts to assist and facilitate subcontractor participation.
FAR 52.219-9(e)._____

13. Potential subcontractors will be provided notification concerning penalties for misrepresenting their size status as SB/SDB to obtain subcontracts. FAR 52.219-9(e).

Signature of Company Official/Title

Date _____